



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

\$3,764 - \$4,576

**LEGAL DIVISION
SAN FRANCISCO**

RESPONSIBILITIES:

Under direct supervision of the Chief Counsel and functional guidance from the Staff Counsel III the incumbent will perform high-level administrative duties necessary for the efficient operation of the Holocaust Era Insurance Claims Project. The incumbent will use a high degree of independence and initiative and interact with the highest levels of management in the department and with the public. Duties include: implementing the Holocaust Project's budget; monitoring program expenditures; approving expenditure requests; preparing expenditure projections; preparing documents to augment the budget; reviewing and analyzing contract expenditures; making fiscal recommendations to staff and management regarding contract matters; assisting Holocaust survivors and their heirs in making claims for unpaid Holocaust era insurance policies; responding independently to inquiries from claimants in writing and verbally; and updating and maintaining claimant database and creating reports from the database.

DESIRABLE QUALIFICATIONS:

- Outstanding computer skills; proficiency with MS Word for Windows and Access;
- Demonstrated ability to exercise a high degree of initiative and work independently;
- Excellent communication skills, both verbal and written;
- Strong analytical and problem solving skills;
- Knowledge of the State budget and contract process.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Governmental Program Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Inez Armstrong, Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "AGPA 239-5393-XXX on the State application.** For additional information, please call (916) 492-3271.

FINAL FILING DATE: August 28, 2000 OR UNTIL FILLED

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

8/17/00